

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2005-2006 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

A TO Z IN-HOME TUTORING

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Satisfactory	Lesson matches original description	Satisfactory	Criminal Background Checks	Non-Compliance**
Recruiting Materials	Satisfactory	Instruction is clear	Satisfactory	Health/safety laws & regulations	In Compliance
Academic Program	Satisfactory	Time on task is appropriate	Satisfactory	Financial viability	In Compliance
Progress Reporting	Satisfactory	Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 1:1	Satisfactory		

ACTION NEEDED: No further action can be taken at this time, however, the following information was not submitted: 1) Criminal history checks for Tutor 1, Tutor 2, Tutor 3, Tutor 4, and Tutor 5*.

*Only his name was legible on the submitted background check. Also, the other tutors listed had statements that they are teachers, however, we still need an actual copy of a background check for these individuals.

** Background checks were eventually received, but not all criminal background checks were received by the deadline established for monitoring report.

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: A TO Z IN-HOME TUTORING

SITE: Student's Home

DATE OF SITE VISIT: 5/4/06

DATE DOCUMENTATION RECEIVED: 5/15/06

REVIEWER: ST/JP

Providers will be required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence will result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component will be required to address deficiencies within 30 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	U	S	COMMENTS
Tutor qualifications	TWO of the following: -Tutor resumes (all tutors) -Tutor evaluations (all tutors) -Recruiting policy for tutors -Sample tutor contract (one copy)	Tutor contract Tutor recruiting policy Recruitment flyer		X	Tutor qualifications stated in recruitment policy match those in provider application.
Recruiting materials	TWO of the following: -Recruitment fliers -Incentives policy -Program description for parents -Advertising materials	Recruitment brochure Program description for parents		X	Recruitment brochure and program description are acceptable and match provider application.
Academic Program	TWO of the following: -Lesson plan -Detailed lesson description -Specific connections to Indiana academic standards -Description of connections to curriculum of EACH district the provider works with.	Lesson plan description Connection to IN academic standards		X	Lesson plans connect to Indiana academic standards and match provider application.
Progress Reporting	TWO of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	Sample progress reports Timeline for sending progress reports		X	Progress reports share details about skills student worked on with tutor, whether skills were mastered, and new concepts that will be addressed in the future. Progress reports distributed weekly and monthly are in line with provider application.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: A TO Z IN-HOME TUTORING
SITE: Student's Home
TUTOR'S INITIALS (ALL TUTORS OBSERVED): A.D.
NUMBER OF LESSONS OBSERVED: 1

DATE: May 4, 2006
REVIEWER: ST/JP
TIME OF OBSERVATION: 3:58-4:30pm

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component. Providers receiving a "U" in any component will be required to address deficiencies within 30 calendar days of receiving their final report. Failure to address deficiencies will result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	S		Student and tutor worked primarily on reading and word recognition activities. Student was directed to create sentences using words that had previously been cut out. Student pasted words on paper to form full sentences. Tutor reviewed his work and practiced reading the sentences with the student. Student also read a few stories (from his Reading Recovery program at his school) to tutor and tutor periodically asked student questions to check for reading comprehension. Lastly, tutor presented new words to student and asked student to pronounce them. Tutor gave student hints about words when student was not clear on how to begin the word. Observed lesson was primarily in line with provider application.
Instruction is clear	S		Tutor was able to provide clear guidance if/when student requested assistance.
Time on task is appropriate	S		Student remained on task during tutoring session.
Instructor is appropriately knowledgeable	S		Tutor was able to appropriately clarify assignments and adequately address questions regarding student's work when student requested assistance.
Student/instructor ratio: <u>1:1</u>	S		Application notes that the ratio will be 1:1. A 1:1 student/tutor ratio was observed.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: A TO Z IN-HOME TUTORING

SITE: Student's Home

DATE OF SITE VISIT: 5/4/06

DATE DOCUMENTATION RECEIVED: 5/15/06

REVIEWER: ST/JP

The following information is rated "Compliance" (C) or "Non-Compliance" (N-C). Upon IDOE request, selected documentation listed for each component must be submitted as part of the site visit monitoring. The contact person listed for each provider will be contacted for the required information and will be informed which documents, policies, or descriptions will be required for the compliance components. Documentation may be submitted by the company or organization head, an on-site representative, or any other authorized representative appointed by the organization. Documentation must be submitted during the IDOE site visit or within seven (7) calendar days after the site visit.

Failure to submit compliance documentation will result in removal from the state-approved provider list.

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider will be contacted and will be required to develop and submit a corrective action plan for getting into compliance within 30 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider will be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	Background checks		X
Health and safety laws and regulations	TWO of the following: -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Student release policies -Transportation policies (as applicable)	Chaperone clause (Client's Terms of Service) Transportation policy (Exhibit A – Tutor Contract)	X	
Financial viability	TWO of the following: -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	Limited-liability company charter Tax returns for FY 2004 & 2005	X	